| POLICY: 1028 | ADMINISTRATION | DATE: 05/17/91 |
|_____| |_____|

| TITLE: Accessing Information Systems Under the Custodianship of ISD |
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| Purpose |
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To define the requirements for accessing the programs and data resources
residing within the Information Services Division (ISD).

| Access Statement |
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Any state employee, non-state employee, or private organization needing
access to the information systems that are under the custodianship of
ISD will be required to have a user identification (userid) code
established for them by ISD.

This request must be in writing and state the reason that access is
needed, the names of the parties responsible for the userid, and the
billing information needed by ISD.

ISD will not issue a userid to any requestor who does not follow the
established ISD standards and procedures for requesting access to these
information resources.

The userid will be revoked by ISD if it has been misused or abandoned.